EDITED KSA LISTING

CLASS: Senior Information Systems Analyst (Supervisor)

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability

	Knowledge of:
K1.	Extensive knowledge of principles of public administration, organization, and management as it relates to the Information Technology (IT) organization.
K2.	Extensive knowledge of information technology systems equipment, software, and practices as it relates to the IT environment.
K3.	Comprehensive knowledge of analytical techniques needed to review and analyze information to determine options and recommend viable solutions.
K4.	Comprehensive knowledge of technical report writing to accurately and effectively communicate job related information.
K5.	Extensive knowledge of the principles of personnel management and supervision, including laws, rules, regulations, etc., related to employment.
K6.	Extensive knowledge of the principles of training to ensure staff development needs are met.
K7.	Extensive knowledge of the department's Equal Employment Opportunity objectives to prevent discrimination and harassment in the workplace.
K8.	Extensive knowledge of a supervisor's role in the Equal Employment Opportunity and the processes available to achieve equal employment objectives.
K9.	**Extensive knowledge of the System Development Life Cycle (SDLC) principles and methods for IT.**
K10.	**Extensive knowledge of training techniques to effectively educate IT customers and staff.**
K11.	**Extensive knowledge of departmental policies and procedures as it relates to IT.**
K12.	**Extensive knowledge of information security practices as they relate to IT.**
K13.	**Extensive knowledge of project management principles, practices, and procedures as they relate to the effective delivery of IT services.**
K14.	**Extensive knowledge of procurement policies and procedures as they relate to IT.**

Bold text-indicates not on Classification Spec.

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#	Knowledge, Skill, Ability

	Skill to:
S1.	Effectively apply creative and logical thinking in the design methods of processing information with IT.
S2.	Effectively monitor, identify, troubleshoot, and resolve problems with IT hardware, software, and processes.
S3.	Analyze information and situations to identify problems, reason logically, and draw valid conclusions in order to determine and implement effective solutions.
S4.	Utilize interpersonal skills to establish and maintain productive working relationships with others.
S5.	Communicate effectively both written and verbally in order to exchange and/or provide information to staff and others.
S6.	Utilize interpersonal skills and technical knowledge to supervise technical personnel.
S7.	Effectively contribute to employee hiring and development to achieve equal opportunity objectives as defined by departmental regulations, and state and federal law.
S8.	**Review, edit, evaluate, and prepare written documents to produce quality products.**

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#	Knowledge, Skill, Ability

	Ability to:
A1.	**Supervise staff working both independently and in teams to perform assigned tasks.**
A2.	**Reason logically to perform analytical tasks.**
A3.	**Handle multiple tasks in order to manage time efficiently.**
A4.	**Apply creative thinking in developing solutions.**

Bold text-indicates not on Classification Spec.